



EL PASO COUNTY



Vendor Packet Checklist

Who	Item	Completed
All Vendors	Copy Of Insurance	
Merchandise Vendors	Sales Tax License	
	Special Event Tax License	
Food Vendors	Colorado State Food License	
	Sales Tax License	
	El Paso County Public Health Special Event License	
	Food Manager Certification	
	Commissary Kitchen Agreement	

Resources

Item	Website Resource
Copy Of Insurance	Name "El Paso County" as an Additional Insured on all relevant policies.
	OR
	Apply for El Paso County Fair & Event Center Event Insurance at link below. Link will be provided closer to Fair
Sales Tax License	https://admin.elpasoco.com/financial-services/sales-and-use-tax-info/sales-tax-information/
	https://tax.colorado.gov/sales-tax-guide
Special Event Tax License	https://tax.colorado.gov/special-event-license
Colorado State Food License	https://www.elpasocountyhealth.org/licenses-permits-inspections-water-testing/retail-food/retail-food-establishments/
EPC Public Health Special Event License	https://www.elpasocountyhealth.org/licenses-permits-inspections-water-testing/retail-food/retail-food-establishments/
Food Manager Certification	https://drive.google.com/file/d/1bQruydQCz3fOh5oSli6AuOuLpvKmRpyS/view
Commissary Kitchen Agreement	https://epc-assets.elpasoco.com/wp-content/uploads/sites/18/2024/02/Commissary-Agreement-02.09.2024-1.pdf